## **CACFP MONTHLY LEDGER**

## FOR THE MONTH/YEAR OF:

All expenses listed in the ledger below should relate directly to the Food Program.

	CACFP ADMINISTRA		ND OPERATI	ONAL LABO		T	TOTAL
CACFP Administrative hours this month =				X Wage per Hour			
COOK WAGES: Total hours this month =		= I			X Wage per Hour		
# Teachers	performing CACFP tasks 1 hr. per day=		X WAGES		X # working days in mo		
DATE	PURCHASE PLACE	# GALLONS OF MILK PURCHASED		CACFP FOOD PROGRAM ITEMS		NON-FOOD PROGRAM ITEMS	or the month rchase place columns. Add food (a) by the month!
							onthyear in the corresponding area. Manually calculate the administrative and operational labor costs for the month; a pretty standard for each month. For each CACFP purchase made, enter the date of the purchase, the purchase place, milk purchased, if any, and the amount of food and non-food program items purchased in the appropriate columns. Add To calculate the % of the monthly reimbursement that is being spent on food, divide the total amount of food (a) by Enter totals from each column where indicated. Reimbursement for the month- enter total from the monthly
							administrative and opmade, enter the date program items purchaeing spent on food, diursement for the mo
							lanually calculate the ach CACFP purchase of food and non-food mbursement that is b re indicated. Reimb
							rresponding area. Mare each month. For each month. For eany, and the amount of the monthly relief each column when
							Instructions: Enter the month once done, they should be proceed on the number of gallons of milk the totals for the month. To monthly claim amount. Entreimbursement claim.
			Ī			I I	Instructic once don the numl the total: monthly reimburs
	TOTALS				1-3		
(See opt	tional milk calculation form)			Tota	(a) I food divided by rei	(b)	(c)
				ıota	I food divided by rei	mbursement =	
TOTAL F	FOOD & NON FOOD PROGRAM EX	XPENSE	s [		(a) + (b)		
TOTAL LABOR EXPENSES (c)							
TOTAL FOOD PROGRAM EXPENSES				(a) + (b) + ( c)			
*REIMBURSEMENT FOR THE MONTH				(From monthly claim)			